

ECONOMY ACT SUBMISSION REQUIREMENTS

Federal civilian agencies interested in ordering from Headquarters Standard Systems Group (HQ SSG) Blanket Purchase Agreement (BPA) for information technology must comply with the requirement of Federal Acquisition Regulation (FAR) Subpart 17.5. This subpart, and its supplements, prescribes policies and procedures applicable to interagency acquisitions under the Economy Act. The Economy Act may not be used by an agency to circumvent conditions and limitations imposed on the use of funds. Since delegation of signatory authority may vary among agencies, please review your internal policy guidance prior to submission in order to avoid unnecessary delays. The following documents are required:

- a. The Request Letter. (See Attachment A for Sample). Signature by the agency warranted Contracting Officer normally authorized to purchase the requirement.
- b. The Determination & Findings. (See Attachment B for Sample). Signature by the agency warranty Contracting Officer normally authorized to purchase the requirement or another official designated by the agency head in accordance with policy and procedures.

Upon completion of the above, please mail or fax your request to:

Headquarter Standard Systems Group (HQ SSG)
Directorate of Contracting/PKS-2
ATTENTION: Ms Denise Baylor
501 E. Moore Drive, Bldg 884, Room 1100-G
Maxwell AFB-Gunter Anx AL 36114

FAX: DSN 596-7795
COMMERCIAL; 334-416-7795

Thank you for your interest in HQ SSG's BPAs. If you have any questions, please contact Ms Denise Baylor at DSN 596-2538 or Commercial 334-416-2538.

FEDERAL CIVILIAN AGENCY REQUEST FOR APPROVAL TO USE SSG BPA

DATE

MEMORANDUM FOR Ms Denise Baylor, Contracting Officer
 Headquarters Standard Systems Group/PKS-2
 Bldg 884, RM 1100-G
 MAFB-Gunter Anx AL 36114

FROM:: (Insert Agency Name)
 ATTENTION: (Insert POC)
 Street Address
 City, State, Zip Code

SUBJECT: Economy Act Request for Authorization to Purchase from
 THE CENTECH GROUP, General Dynamics, Litton PRC, Lockheed Martin,
 Multimax, RSIS, Sumaria Systems, EDS, and/or TRW Blanket Purchase Agreements
 (BPAs) Numbers F01620-02-A-0001, F01620-02-A-0002, F01620-02-A-0003,
 F01620-02-A-0004, F01620-02-A-0005, F01620-02-A-0006, F01620-02-A-0007,
 F01620-02-A-0008, F01620-02-A-0009

1. In accordance with Federal Acquisition Regulation (FAR) Subpart 17.5, request approval to purchase from the above BPA the following:
 - a. (If this is a one time buy from an individual office within an agency, list all items and estimated cost)
 - b. (If this is a blanket request for an entire agency, “This permission is requested for all ordering offices within this agency and is valid from dd/mm/yy to dd/mm/yy.”)
2. The required Determination and Finding (D&F) has been approved in accordance with applicable agency guidelines.
3. In case of questions, my telephone number is XXX-XXXX or DSN XXX-XXXX.

Signed by Agency Contracting Officer

ECONOMY ACT DETERMINATION & FINDINGS
BLANKET PURCHASE AGREEMENT

THE CENTECH GROUP - F01620-02-A-0001; General Dynamics - F01620-02-A-0002;
Northrop Grumman - F01620-02-A-0003; Lockheed Martin - F01620-02-A-0004;
Multimax - , F01620-02-A-0005; RSIS - , F01620-02-A-0006;
Sumaria Systems - F01620-02-A-0007; EDS - F01620-02-A-0008; and
TRW - F01620-02-A-0009

1. I have reviewed the requirement for (insert description of service to be procured) that (insert name of requiring activity) intends to place with HQ Standard Systems Group (HQ) SSG) Blanket Purchase Agreement as an interagency order under the Economy Act. My review produced the following findings:
 - a. The proposed acquisition is authorized under the authority of the Economy Act.
 - b. The (insert your agency name) is legally authorized to acquire the supplies or services.
 - c. Adequate funds are available.
 - d. The action does not conflict with any other agency's authority or responsibility (See Far Part 8);
 - e. The supplies or services cannot be provided as conveniently and more economically by private contractors under an (insert your agency name) contract;
 - f. HQ SSG/PK has unique expertise or ability not available within the (insert your agency name)
 - g. HQ SSG will accept the order and can satisfy the requirement.
 - h. The supplies or services are clearly within the scope of activities (insert your agency name) and that agency normally contracts for those supplies or services itself.
 - i. The cost to the (insert your agency name) for the requirement, including administrative fees charged by HQ SSG appears to be reasonable. The fees proposed to be paid to HQ SSG do not exceed the actual cost of entering into and administering the contract or other agreement under which the order is filled.
 - j. The contract administration procedures related to (insert your agency name) are adequate for our requirements.
 - k. All approvals and authorizations required by (insert your agency name) have been obtained.
2. Given the findings outlined above, I hereby determine that it is in the best interest of the Government to place an order for (insert requirement) through HQ SSG's BPA with (insert contractor name) under the authority of the Economy Act.

(date)

CONTRACTING OFFICER SIGNATURE OR
AGENCY OFFICIAL, IAW AGENCY POLICY
AND PROCEDURES